

CONNOR S. MARTIN
MAYOR

PURCHASING OFFICE

TOWN OF EAST HARTFORD

East Hartford, Connecticut 06108



(860) 291-7271

WWW.EASTHARTFORDCT.GOV

TOWN OF EAST HARTFORD, CT INVITATION TO BID

BID #26-06

RE: R.F.P. – WEBSITE DESIGN AND HOSTING

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until **11 A.M. ON THURSDAY, OCTOBER 30, 2025** at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271

Town of East Hartford

Request for Proposals

For

Website Design and Hosting

BID No. 26-06

A Introduction

The Town of East Hartford is requesting proposals for a Website Design and Hosting that will refresh the public facing resource, support better constituent communication, and provide efficiency in use. This solution will replace the Town’s current website. The proposed solution must be able to support all specifications and requirements identified in this RFP. The selected firm shall report to and be responsible to the Office of Information Technology for technical items and the Mayor’s Office for content.

To be considered, five copies of sealed proposals and one fully digital version must be submitted to the Town of East Hartford Purchasing Division at 740 Main Street, East Hartford, CT, 0610, and stamped in by Thursday, October 30, 2025 @ 11a.m. The envelope should be clearly marked on the outside “Proposal for Website Design and Hosting due Thursday, October 31, 2025 by 11a.m., Bid No. 26-06”. Proposals received after the date and time specified will not be considered. The Town of East Hartford reserves the right to reject any or all proposals submitted.

B Scope of Work

Current Site:

Currently, the Town of East Hartford’s website (www.easthartfordct.gov) is maintained internally, but the platform and supporting software, hosting services, and security services are maintained and hosted externally by the incumbent vendor. The Mayor’s office currently maintains central content, provides design support and training for the end users, while end users currently maintain their own departmental content. The platform is funded by the Office of Information Technology and monitored in partnership with the software provider.

Desired Site:

The desired Town platform will continue allowing decentralized content updates from departments, councils, boards and commissions. The platform should be 100% web based without the need to leverage external applications.

The platform should incorporate multimedia components (eg. video storage, photos) natively without the use of third-party systems to backstop features.

The platform should incorporate email-based distribution for agendas, minutes, news and other similar content types.

The platform should contain the option to leverage third-party systems where they make operational sense to the Town through the user of iFrames, API calls, or similar methods, managed through the Town.

C Requirements for Proposal (General)

Please format the proposal with the following sections. Include all information requested.

Section I – Executive Summary

This section should include a brief overview of the key elements of your proposal. Highlight any features or areas that differentiate your services and products from competitors.

Section II – Corporate Profile

This section should include a brief overview and history of your company, to include the organizational structure and target technologies. Highlight information regarding municipal clients and knowledge and experience in Content Management Solutions.

Section III – Technical Specifications

Provide the technical information about the proposed system requested in section ‘**D – Requirements for Proposal II (Technical)**’ of this Request for Proposal. Include all points requested. Information provided should be explained as it relates to the Town of East Hartford. Do not simply include brochures or technical documents as an explanation of the system proposed.

Section IV – Implementation/Conversion

1. Create a phased implementation plan for installation of the proposed solution. This implementation plan should be detailed.
2. Include an approximate timeline for installation of each phase. Include a single point of contact for each stage of implementation.
3. Include any requirements that will be the responsibility of the Town of East Hartford for implementation.

Section V – Training

Outline the training process required for key Town of East Hartford personnel to effectively maintain the proposed software solution. The training should include technical training for IT and top-level content admins that covers topics such as:

- Site administration (user additions, permissions, group management)
- Site modification (Shortcuts, menus, department directors, Notifications administration, etc)
- Modification of global site design elements: Graphics, color schemes (if possible), etc.
- Reports for site use, content aging, stale content, dead links/redirects/404 errors

A minimum of 2 sessions must be provided for administrators before launch, and one must be available after launch, for use within the first year of launch for refresh or expansion of administrative learning.

Train the trainer model should be provided for content managers. No less than 2 sessions of content editor/maintainer training should be provided to ensure that departments can post or transition content from the old site to the new site **ahead** of launch. A third session must be provided in the subsequent year following launch for editors, to be coordinated by and tailored with the Town of East Hartford's Mayor's office for scheduling and attendees.

Training should also include online resources for any user, webinar/group training sessions, and freely distributable materials the Town can leverage to support posting and content management.

Section VI – Warranties and Support

1. Provide warranty information. Be sure to list any and all exclusions to the warranty offered.
2. Provide support services options. Please include hours of operation, response times, etc. Is urgent 24x7 support available? At what cost?
3. Include information about customer support services, trouble reporting, and maintenance agreements.

Section VII – Cost Information

Please break out the cost into the following components.

1. Software and installation system costs for Web hosting and software leasing.
2. Training costs to include travel expenses, i.e. per diem.
3. Freight charges, if any.
4. Annual maintenance costs over a five-year period.
5. Hourly rate for custom updates. (Indicate the number of updates available in base cost)
6. Price for Web add-on modules that are not part of base system.
7. Cost of any conversions.
8. ADA compliance reporting and features

Section VIII – Additional Information

1. Must include a list of five references of municipal customers with similar installations as the proposed system, preferably from Connecticut or immediately bordering states (Massachusetts, Rhode Island, New York) and in the neighborhood of 50,000 residents population size. Include company name, address, phone number, and point of contact.

Section IX -- Appendixes

Include any additional information relevant to the proposal.

D Requirements for Proposal II (Technical)

Please provide the following information in the submitted proposal.

Functional Specifications:

The content management solution should support the functionality in the existing website.

The solution should also provide the additional features listed below.

1. **Content Management** – The solution should provide a secured browser-based interface that allows named users to edit the page with a WYSIWYG style interface. The interface should support standard text/image/table formatting that has become customary in content management systems.
 - . The solution should allow for the ability for a single piece of content (e.g., text, images, documents, media) to be placed in multiple locations across the website without requiring duplication or cloning. Updates made to the original content item should automatically propagate to all locations where that content is displayed, ensuring consistency and reducing manual effort.
2. **Content Approval and Notification** – The solution should allow at least two levels of content approval before a piece of content can be displayed on the web site. The solution should provide for notification at each posting to required approvers.
3. **Web Site Page Creation** – The solution should not limit the number of pages. Users should be able to create new pages from pre-defined templates or submit completely new pages using an external editor.
4. **Web Site Page Management** – The solution should allow Content Editors to modify page titles and meta keywords for all of the editable pages in the site. Additionally, advanced editors should be able to rename and move pages in the site hierarchy when necessary, and all links in the managed site should be updated with the new path information. History of these changes should be tracked and managed by the Content Approval process.
5. **Image and File Uploading** – The solution should allow multiple file types to be easily uploaded to the site. File types include PDF, Microsoft Office files, graphics, audio, video, etc. Once on the site, these images and files should be able to be renamed (with the change going through the Content Approval process), and any pages linking to the renamed file should be automatically updated with the new link. A page should be able to display/process multiple images and/or files.
6. **Video Uploading and storage** – The solution should allow the Town to upload video and audio of public meetings that have been recorded in other platforms (Teams predominately) for public viewing. The
7. **Standardized links to other information sources on the web.**
8. **Site Search Functionality** – The solutions should allow site visitors to search for content published to the site. Similarly, once a content item is disabled/unpublished the site must support the removal of search results and the inability to support a search engine crawling the retired content (if disabled or unpublished.)

9. **Role Based Security** - The solution should allow certain roles to be defined for people accessing the administration site. Roles may include content creator, page creator, content approver, security administrator (platform wide), etc. Different roles would give grant access to different functions in the administration site. Roles would also limit where user may publish content in the site. For example, a Human Resource person should not be able to publish content in the Procurements section of the site, and vice versa.
10. **Web Application Integration** – The solution should allow integration with other web applications in order to maximize the types of information and functionality supported by the site. Web application integration should support the ability of web applications to maintain context as the user navigates the application while still presenting the user with the navigation and style elements of the website.
11. **Dynamic Navigation Bars** – The solution should provide hierarchical navigation bars that can be easily managed by adding and removing pages and external links to the navigation bar. Any changes to the navigation bars should follow the same approval process that is used for Content Approval.
12. **Time Sensitive Information** - The solution should provide a mechanism whereby specific content can be earmarked as being time sensitive, with that information rolling on to or off of the site at a time designated by a Content Editor. Content Editors should still be able to view and maintain the content and change the time designations relevant to the content regardless of the status of the content.
13. **Search Engine Support** – The solution should maintain its content in such a way as to maximize the ability of third-party search engines (i.e. Google or Yahoo) to index and categorize the site. For example, database-driven content management solutions should not rely on query string parameters to determine the content to render because the query string information is often truncated by the search engines when indexing the page.
14. **Forms and Questions** – The solutions should allow any number of forms and associated questions to be created and displayed on any page of the site. A form is defined as a page that allows a visitor to supply information. Questions are considered to include free-form fields such as Name, Telephone, Birth date, etc. The forms should also allow for the user to define questions with a limited set of valid responses from which the respondent may choose. The responses to the questions on the forms should be captured in a database for reporting purposes.
15. **Calendar of Events** – The solution should allow numerous graphical event calendars. The calendar should be searchable, and have the ability to be filtered by event location and event type. Visitors should be able to submit an event to the Town for posting to the calendar.
16. **News/Announcements/Agenda notices** – The solution should allow multiple ‘mailing lists’ to be maintained through the administration site. Website Visitors should be able to subscribe and unsubscribe to the newsletter(s) of their choice. The announcements should be able to be scheduled for later publishing/sending if desired.
17. **Search Customization** – The solution should allow the Town to identify certain keywords with specific pages in the site. By doing so, those pages so identified would be ranked highest in any search result containing that keyword.

18. **Existing Web Site Conversion** – The Town desires to migrate not less than 2 years of agendas, calendar items, news and other content types from our existing system. Describe how this would work with the proposed solution. Is there any method of importing more than two years of news/announcement information?
19. **Indicate system features:**
- . Does the system incorporate Responsive design for phones and tablets?
 - . Does system provide integration services for future integrations with backend systems for transaction capabilities?
 - . Does the site support HTTPS for everything?
 - . Are HTML pages written to the Web Server, which makes them vulnerable to outside attack?
 - . Does the system use propriety languages, operating systems, and other such devices?
 - . Does the site support ADA (WCAG 2.1) standards natively, or in combination with a third party? (Include itemized third-party costs if not fully native, explain what the third party and native site integration pair means to the Town)
 - . Does the system support writing content or records via API calls?
20. **System Integration Services** - The solution should be built on a platform with tools that make it efficient to integrate the web site with other Town of East Hartford business system. The solution provider should have the business and technical experience and skills necessary to assist the Town of East Hartford in this endeavor. Examples of integrations include:
- . Pulling calendar links from a third part to an on-site calendar (from RSS or similar)
 - . Incorporating a subpage using iframes or similar modern method
 - . Allowing facebook feeds to display on regions of pages
 - . Allowing calendar feeds to be exported vis RSS/iCal subscription (or similar)
21. **Web modules** - Please provide a list or all available modules that are include, as well as any additional optional modules that would be add-ons
22. **Performance and usage reporting:** The solution should provide insights in several forms. First, standard analytics views similar to Google Analytics for page utilization, visits, and similar. Second, the system should provide internal reporting for user account activity, logins, etc.
23. **Security:** The solution should integration SSO and MFA, preferably from the Town's environment. The solution should provide reporting for: content modification history and log in history (scheduled and delivered by email, or ad-hoc from front end).
24. **DDOS protection:** The system should have provisions for DDOS mitigation at the provider level.
25. **Multi-lingual support** for content viewers using google translate or similar.

E Additional Information

A minimum **bi-weekly mandatory** meeting will be required between Town of East Hartford personnel and key members of the design/implementation/conversion team until project completion. If the vendor's primary point of contact is unavailable for a

particular meeting, another representative from the company must be available to attend the meeting.

F Terms and Conditions

During the evaluation process, the Town of East Hartford reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers. At the discretion of the Town of East Hartford, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of East Hartford reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of East Hartford and the firm selected.

A 3-year initial contract for ongoing services is desired, subject to the satisfactory negotiation of terms (including a price acceptable to both the Town of East Hartford and the selected firm) and the annual funding of an appropriation for this purpose. Payment of service will be made upon receipt of a yearly invoice, to be billed on or after July 1st of each year and paid on net-30 terms with the option to renew for an additional 3-year period after the initial purchase, either on one or three-year terms. During the contract period, the Town and provider shall meet at least ½ hour no less than twice per year to evaluate site use, support and pricing ahead of budget season and ahead of the new fiscal year. The Town may elect to cancel this meeting if deemed un required.

After the three-year term, if renewing year-to-year, please provide any Federal, State and consortium contracts that the platform/service is part of currently. To continue on either a contract extension OR a year-to-year contract, the selected vendor must agree to annual meetings ahead of budget season, providing any rate increases no less than 6 months ahead of the start of the Fiscal Year in which the rate increase will occur.

If any addenda are issued on this request for proposals, they will be made available on the Town of East Hartford website, <https://www.easthartfordct.gov>. However, it shall be the sole responsibility of those offering proposals to contact the Purchasing and Insurance Coordinator prior to submitting their proposals to determine whether any addenda have been issued.



TOWN OF EAST HARTFORD, CONNECTICUT

STANDARD INSTRUCTIONS FOR BIDDERS

1. Sealed bid proposals will be received by the purchasing agent until the date and time indicated on the Invitation to Bid. Bids received later than the date and time specified will not be considered and will be returned unopened.
2. Bids are to be returned with the bid number prominently indicated on any other mailing envelope. The name and address of the bidder should appear in the upper left hand corner of the envelope. **Bids will not be accepted via fax or e-mail.**
3. All proposals will be opened and read publicly and are subject to public inspection. Bidders may be present or represented at all openings. Bid results are mailed to all responding bidders.
4. Municipalities are exempt from any sale, excise or federal taxes. Bid prices must be exclusive of taxes and will be so construed.
5. The Town of East Hartford reserves the right to reject any or all bids or any part of all bids and to waive any informality when such action is in the best interest of the Town. The Town also reserves the right to extend by mutual consent an awarded bid when such action is in its best interest.
6. Bidders should familiarize themselves with all of the terms and conditions set forth in the bid specifications. Failure by the bidder to familiarize himself with these terms and conditions does not excuse the bidder from fulfillment of the bid specifications.
7. All entities doing business with the Town certify, upon acceptance of a bid and by virtue of their signature on that bid, that they have read, understood and will comply with the section of the Town's updated plan of affirmative action and equal opportunity relating to contractual and purchasing procedures – Section VIII Dated 01/88. The bidder agrees to cooperate fully should the Town choose to audit this compliance.
8. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after a bid award, unless it was part of the original bid terms.
9. The Town reserves the right to increase or decrease quantities listed in order to stay within the allocated funding at time of bid opening.
10. The Purchasing Department has the obligation to accept the lowest responsible bid which is in the Town's best interest. Factors include, but are not limited to: price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.
11. Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect "see literature" will not be acceptable.
12. Any manufacturers' names, trade names, brand names or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.
13. The Town's competitive bidding process is not a means for competitors to obtain private/proprietary information that is not otherwise normally available. Such information relates to a bidder's

financial records and responsibility, test data, manufacturing drawings, formulas and processes. To promote competition and protect valid interests this type of information/data will remain confidential.

14. All bidder questions shall be directed to the Purchasing Agent. Procedural and clarification questions will be answered appropriately. Questions that require an answer that will in effect change/alter the intent of the specifications will only be answered in writing to all bidders by a bid addendum.
15. Awarded bidders are responsible for obtaining all necessary permits as required by OSHA, Federal, State and/or Town regulations. Town permits will be issued at no cost.
16. Alternate proposals will not be considered unless specifically called for in the bid.
17. Prices shall include packing, transportation and delivery charges F.O.B. to East Hartford/delivered unless specifically noted otherwise.
18. Bidder declares that the proposal is not made in connection with any other bidder submitting a proposal for the same bid and is in all respects fair and without collusion or fraud.
19. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen (14) days after satisfactory delivery and/or receipt of invoice, whichever is later.
20. The Town will not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidder owns an interest is delinquent in tax obligations to the Town. The Purchasing Department will verify that no delinquent taxes are owed before any bid is awarded.
21. All bidders shall include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet (Appendix B).
22. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.
23. The bidding entity must be able to meet the Indemnification and Insurance requirements state in Appendix A.

APPENDIX A:



TOWN OF EAST HARTFORD, CONNECTICUT

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR CONSTRUCTION, PROFESSIONAL OR LABOR SERVICE BIDS

NOTE: CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

A. INDEMNIFICATION

THE AWARDED BIDDER WILL BE REQUIRED TO AGREE TO THE FOLLOWING INDEMNIFICATION LANGUAGE

To the fullest extent permitted by law, THE AWARDED BIDDER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the Town of East Hartford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "Town of East Hartford"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Town of East Hartford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Town of East Hartford, the Awarded Bidder, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from Awarded Bidder's performance of its work under the contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the Awarded Bidder or any person or organization employed or engaged by Awarded Bidder to perform all or any part of the contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Town of East Hartford, the Awarded Bidder shall defend and provide legal representation to the Town of East Hartford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Town of East Hartford may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Town of East Hartford, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder shall pay or, in the sole and absolute discretion of the Town of East Hartford, reimburse, the Town of East Hartford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

THE TOWN OF EAST HARTFORD WILL NOT AGREE TO INDEMNIFY THE AWARDED BIDDER; SUBCONTRACTOR(S); OR INDEPENDENT CONTRACTOR

B. INSURANCE

1. GENERAL REQUIREMENTS

The AWARDED BIDDER shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all the AWARDED BIDDERS' obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford.

Additional Insured: The Town of East Hartford, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on the AWARDED BIDDER'S Insurance Policies (except Workers' Compensation and Professional Errors & Omissions) on a primary and non-contributory basis. Evidence of this must be provided upon inception of this contract and upon renewal of insurance by the AWARDED BIDDER to the Town of East Hartford in the form of language on a Certificate of Insurance as well as a policy endorsement.

Subrogation: The AWARDED BIDDER, and their insurers, shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees, for losses arising from work performed by the AWARDED BIDDER on this contract. Such subrogation shall be indicated in the form of language on a Certificate of Insurance as well as a policy endorsement.

The AWARDED BIDDER shall provide the Town of East Hartford with a Certificate(s) of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the AWARDED BIDDER'S responsibility under this contract. Failure to provide or maintain any of the insurance coverage required herein shall constitute a breach of the Contract.

2. **SPECIFIC REQUIREMENTS:**

a) **Commercial General Liability Insurance**

The AWARDED BIDDER shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 0001 04/2013). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Damage to Rented Premises (not less than the replacement value of the portion of the premises occupied), Personal & Advertising Injury, Blanket Contractual, Independent Contractor's, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 per occurrence \$2,000,000 aggregate
Policy Period:	Annual Policy

b) **Workers' Compensation and Employer's Liability Insurance**

The AWARDED BIDDER shall provide Statutory Workers' Compensation Insurance as required by the State of Connecticut, including Employer's Liability.

Amount of Coverage:	Coverage A:	Statutory
	Coverage B (Employer Liability):	
		\$500,000 Each Accident
		\$500,000 Disease, Policy Limit
		\$500,000 Disease, Each Employee

c) **Commercial Automobile Liability Insurance**

The AWARDED BIDDER shall carry Commercial Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all

owned/leased and non-owned and hired vehicles used in the performance of the Work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office form for Commercial Auto Coverage (CA CA0001 10/2013) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 combined single limit
Policy Period:	Annual Policy

d) Umbrella Liability Insurance

The AWARDED BIDDER shall carry an umbrella liability insurance policy of **\$1,000,000**

e) Cyber Insurance

The Contractor shall maintain network risk and cyber liability coverage (including coverage for unauthorized access, failure of security, breach of privacy perils, as well as notification costs and regulatory defense) in an amount of not less than \$1,000,000. Such insurance shall be maintained in force at all times during the term of the Contract and for a period of two years thereafter for services completed during the term of the Contract.

3. PROFESSIONAL SERVICE CONTRACTOR REQUIREMENTS
(e.g., Architects, Engineers, et al.)

The AWARDED BIDDER shall carry Errors & Omissions coverage in the **minimum** amount \$1,000,000 per claim/\$1,000,000 annual aggregate for all professional services contracts. If the insurance coverage is written on a Claims-Made basis, an extended reporting period of at least 3 years after substantial completion of the project is required. Increased coverage limits may be required based on the scope, price and duration of the work to be performed. The Town of East Hartford will inform the **AWARDED BIDDER** as to the required limits for this insurance as soon as practicable and has sole discretion of the limits to be required.

4. SUBCONTRACTOR REQUIREMENTS:

The AWARDED BIDDER shall require all subcontractors and independent contractors to carry the coverages set forth in Section B –INSURANCE.

The AWARDED BIDDER shall require that The Town of East Hartford, its officials, employees, volunteers, boards and Commissions be included as an Additional Insured on all subcontractors and independent contractors' insurance (except Workers' Compensation and Professional Errors & Omissions) before permitted to begin work.

All subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

The AWARDED BIDDER will provide the Town with appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

**THE TOWN RESERVES THE RIGHT TO AMEND THE AMOUNTS OF
COVERAGE REQUIRED AND TYPE OF COVERAGE PROVIDED BASED
ON THE FINAL AGREED UPON SCOPE OF SERVICES**

APPENDIX B:

NEW RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to execute and deliver, in the name of and on behalf of this Corporation, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to affix the Corporate Seal to such documents and to bind the Corporation to such contracts, bids and other documents.

I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

(Corporate Seal)

PRIOR RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to (recite resolution authorizing submission of bid or execution of contract).

I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

(Corporate Seal)

SIGNATURE OF SECRETARY

RESOLUTION FOR LIMITED LIABILITY COMPANIES

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all Members of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

RESOLUTION FOR LIMITED LIABILITY COMPANIES BY MANAGING PARTNER

(TO BE TYPED ON COMPANY LETTERHEAD)

I (name of Managing Member), Managing Member of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature, this (date) day of (month) 20__

(Typed name of Managing Partner)

SIGNATURE OF MANAGING PARTNER

RESOLUTION FOR PARTNERSHIPS

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all (partners/general partners) of (legal name of partnership), a (partnership/Limited Partnership/Limited Liability Partnership) duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting (partners/general partners), duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following (partners/general partners) of this Limited Liability Company, or any one of them:

(Name and title of partners/general partners)

are empowered to execute and deliver, in the name of and on behalf of this (partnership/Limited Partnership/Limited Liability Partnership), contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the (partnership/Limited Partnership/Limited Liability Partnership) to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)